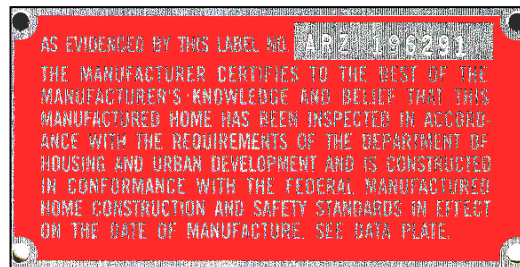


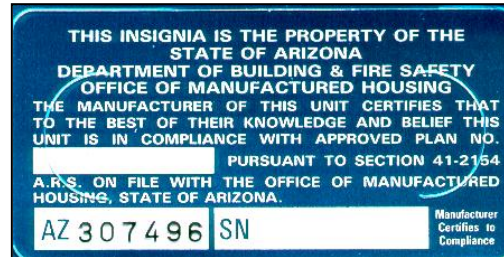
## IGA MONTHLY REPORT FORM INSTRUCTIONS

The IGA Monthly Report form was revised to collect information to monitor the installation activity of manufactured homes/mobile homes and residential/commercial modular (FBB) buildings throughout the State. Copies of permits are no longer required to be forward with this monthly report. All fields of information on form are required to be completed.

- Name and Address of Jurisdiction Office: Jurisdiction name, Department, Address, City, State, Zip
- Submitted by: Primary contact for questions relating to report
- Date: Submission date
- Reporting Month: Month and four digit year for which you are reporting
- Area code and Telephone Number: Primary contact's phone number
- Permits Finaled This Month:
  - FBB Commercial: Number of whole buildings finished with install, all inspections, and was issued a Certificate of Occupancy
  - FBB Residential: Number of homes finished with install, all inspections and finaled to be occupied (no Certificate of Occupancy required to be issued)
  - Manufactured Home: Number of manufactured homes and pre-1976 mobile homes finished with install, all inspections and finaled to be occupied (no Certificate of Occupancy required to be issued)
- Permits Issued This Month
  - FBB Commercial: Number of installation permits issued to allow applicant to commence work
  - FBB Residential: Number of installation permits issued to allow applicant to commence work
  - Manufactured Home: Number of installation permits for manufactured homes and pre-1976 mobile homes issued to allow applicant to commence work
- HUD Label, FBB Insignia or Rehabilitation Insignia Number:
  - HUD Label is affixed to manufactured homes built on June 15, 1976 or later at the rear end of each section of home, 1 foot in and 1 foot up from road side. May also be affixed to side on rear end of each section (lap sided homes). Document three digit code and all numbers. (Ex. ARZ 196291)



- FBB Insignia is affixed to rear of commercial or residential modular in same manner as a HUD Label, or to chassis, permanent frame member, or utility panel box. Insignia must have manufacturer's design plan approval number from OMH (Ex. FLL-157), and SN (serial number). Document two digit code and all numbers. (Ex. AZ 307496)



- Rehabilitation Insignia is affixed to mobile homes built prior to June 15, 1976 in same manner as a HUD Label, or may be affixed to home near the point where power exits the home, or at the utility panel box. Mobile homes must be rehabilitated when brought into this State or when moving from a Mobile Home Park in this State to another Mobile Home Park in this State, being brought into this State or if required by jurisdictional ordinance for any kind of movement. Insignia must have serial number or VIN number. Document two digit code and all numbers. (Ex. AZ 03982)



- Unit Serial Number: Entire serial number from chassis, data plate, permit, Insignia, and other supporting document comparisons
- Installation Insignia or State Approved Plan Number:
  - Installation Insignia required for legal installation. At least one Installation Insignia is required for the whole unit, not per section. In some cases, Installers may have multiple licenses, requiring them to use more than one insignia per unit, or multiple Installers may have completed only specific aspects of the installation work. Work shall be marked off in appropriate boxes for what was performed by the Installer(s). All fields shall be filled in by Installer, SN must match serial number as compared to the chassis, data plate, permit and other supporting documents. Document two digit code and all numbers. (Ex. AZ 242270)

THIS INSIGNIA IS THE PROPERTY OF THE STATE OF ARIZONA DEPARTMENT OF  
BUILDING AND FIRE SAFETY OFFICE OF MANUFACTURED HOUSING.

THE LICENSEE LISTED BELOW CERTIFIES THAT THE INSTALLATION WORK  
PERFORMED IS IN COMPLIANCE WITH THE RULES AND REGULATIONS  
OF THE OFFICE.

LICENSE NUMBER	CLASS	DATE
AZ 242270	SN	

WORK PERFORMED:

GAS	WATER	SEWAGE	SKirting / AWNING
ELECTRICAL	BLOCKING	ANCHORING	COOLER / AIR CONDITIONER

- State Approved Plan Number is required for the installation of all homes and buildings going into any flood plain. State approved plan also required for all Residential/Commercial FBB installations, a site-specific engineered plan. Attached accessory structures requiring a State Approved Plan are: any skirting retaining wall such as CMU, wood, or Cemplank; pit-set units; weight bearing block wall perimeter foundations; attached decks or porches; attached awnings without manufacturer's installation instructions; attached structures like garages, sheds, or additions. Document State Approved Plan Number. (Ex. D-FB 8802)

THIS DOCUMENT  
APPROVED  
STATE OF ARIZONA

Approval does not  
imply compliance with the requirements of the  
State Fire Marshal or local codes and ordinances  
governing zoning, fire zones, fire separation, site  
development requirements.

Date...7/28/2011...By.....BR.....  
Approval No. ....D-FB 8802..  
Sheet 1 of ...5..

Review of this document does not authorize pr  
approve any omission or deviation from the  
applicable codes and standards.

- Site Address of Installation: Address of installation, including city, state and zip
- Installation Approved Date: Date the home or building was completely installed, finaled and cleared to be occupied
- Fees: Permit fee for each install. Only give the amount for the building installation, do not include local planning and zoning fees. (Ex. \$300 max for manufactured and mobile home installations; \$600 max per story for residential FBB including systems; \$4.50 per lineal foot for commercial FBB including systems.